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Circular H.S. 1

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Department of Education

REQUIREMENTS

FOR

CERTIFICATES AND DIPLOMAS

FOR
GRADES IX, X, XI, XII and XIII
IN

SECONDARY SCHOOLS

AND FOR
GRADES IX and X
IN

ELEMENTARY SCHOOLS

1954-1955

Issued by Authority of
The Minister of Education

SUBJECTS OF STUDY

The time allotment suggested below for a 40-period week represents an estimate of the relative requirements of the various subjects of study in each of the courses. The principal is not required to adhere rigidly to the number of periods set forth. Special modifications of the time allotment to suit local conditions of accommodations and staff may be made.

Principals are advised to use a 40-period week in order to keep the number of lesson periods each day to a minimum. In smaller schools with limited teaching power, or in schools with departments of agriculture where pupils carry options in both Industrial Arts and Agriculture, principals may find it necessary to use a 45-period week.

In order to reduce the difficulties of transition from Grade VIII to Grade IX and to promote a closer relationship between teacher and pupil, principals of secondary schools are advised to keep to a minimum the number of teachers who teach in any one of the classes of Grades IX and X.

GRADE IX

GENERAL COURSE

Obligatory Subjects	**Number of Periods**
English	6
Social Studies	6
Physical Education	4
Mathematics	5
Guidance (Occupations)	2
Options—Any three or four of Science, French, Latin, Art or Music or Art and Music, Industrial Arts or Home Economics, Agriculture, Typewriting or Business Practice	16

Note 1.—*Re French.* A pupil who intends to select in Grade XI a course qualifying him for entrance to university should select French as an option in Grade IX.

Note 2.—*Re Latin.* For pupils who intend to select Latin as an option in Grade XI, the principal may provide a course in Latin beginning either in Grade IX or Grade X.

Note 3.—*Re Special Courses.* Where the approval of the Minister has been obtained, special courses may be arranged.

VOCATIONAL COURSES

Vocational courses include Agriculture, Art, Commercial, Home Economics, Industrial, and a combination of two of these.

For grant purposes, a vocational pupil shall be one who is enrolled in any of the foregoing vocational courses.

AGRICULTURE

Obligatory Subjects	Number of Periods
English	6
Social Studies	6
Physical Education	4
Mathematics	5
Science	4
Guidance	2
Shop Work and Drafting	8
Agriculture	4

Note—If Music or Art or Art and Music is offered, it will be necessary to reduce the time of the other subjects.

ART

Obligatory Subjects	Number of Periods
English	6
Social Studies	6
Physical Education	4
Mathematics	4
Guidance	2
Art	10
Options—Any two of	
French, Music, Science, Typewriting or Business Practice	8

COMMERCIAL

Obligatory Subjects	Number of Periods
English	6
Social Studies	6
Physical Education	4
Arithmetic	4
Guidance	2
Typewriting	4
Penmanship	2
Business Practice	4
Options—Any two of	
Art or Music or Art and Music, French, Home Economics or Shop Work and Drafting, Science	8

HOME ECONOMICS

Obligatory Subjects	Number of Periods
English	6
Social Studies	6
Physical Education	4
Mathematics	4
Guidance	2
Home Economics	10
Options—Any two of	
Agriculture, Art, French, Music, Typing or Business Practice	8

INDUSTRIAL

Obligatory Subjects	Number of Periods
English	6
Social Studies	6
Physical Education	4
Mathematics	5
Guidance (Occupations)	2
Science	4
Shop Work and Drafting	12

Note—If Music or Art or Music and Art is offered, it will be necessary to reduce the time of the other subjects. Instrumental Music may be offered as a Shop Work subject.

Note 1.—In Vocational Schools, the time allotted to the teaching of the practical subjects in any one of the Industrial, Agriculture, Home Economics, Commercial, or Art courses shall not be less than twenty-five per cent (25%) of the total time. In the time-table of a pupil exploring two vocational courses, the combined time allotted to the teaching of the practical subjects of those courses shall not be less than thirty-five per cent (35%) of the total time.

Note 2.—*Re Special Courses.* Where the approval of the Minister has been obtained, special courses may be arranged.

GRADE X

GENERAL COURSE

Obligatory Subjects	Number of Periods
English	7
Social Studies	6
Physical Education	4
Options—Any four or five of Mathematics, Science, Latin, French, Art or Music or Art and Music, Industrial Arts or Home Economics, Agriculture, Typewriting or Business Practice	22

Note 1.—With the approval of the principal, a pupil who is not a candidate for an Intermediate Certificate may select fewer than four options.

Note 2.—In schools with Departments of Agriculture, a pupil taking both Agriculture and Industrial Arts may select five options.

Note 3.—The principal should make certain that a pupil in the General Course selects the options which are essential to the course he intends to pursue in Grades XI, XII, and XIII.

Note 4.—*Re Prerequisite Options.* Mathematics or a language in Grade X is a prerequisite for the corresponding subject in Grade XI. Science, Art or Music or Art and Music, Industrial Arts or Home Economics, Agriculture, Typewriting or Business Practice in *either* Grade IX *or* Grade X is a prerequisite for the corresponding subject in Grade XI.

INDUSTRIAL OR AGRICULTURE COURSE

Obligatory Subjects	Number of Periods
English	7
Social Studies	5
Physical Education	4
Mathematics	5
Science	4
Shop Work or Agriculture and Shop Work	14

Note—Any one of
Art or Music or Art and Music, Business Practice, French may be substituted for four periods of Shop Work.

HOME ECONOMICS COURSE

Obligatory Subjects	Number of Periods
English	7
Social Studies	5
Physical Education	4
Home Economics	14

Options—Any two of	
Mathematics, Science, French, Art or Music or Art and Music, Typewriting or Business Practice	9

COMMERCIAL COURSE

Obligatory Subjects	Number of Periods
English	7
Social Studies	5
Physical Education	4
Business Arithmetic	3
Commercial Subjects	12-16

Options—Any one or two of	
French, Shop Work or Home Economics, Art or Music or Art and Music, Science	4-8

ART COURSE

Obligatory Subjects	Number of Periods
English	7
Social Studies	5
Physical Education	4
Art	14

Options—Any two of	
Mathematics, Science, Shop Work or Home Economics, French, Music, Typewriting or Business Practice	9

GRADES XI AND XII

GENERAL COURSE

Obligatory Subjects	Number of Periods
English	7
History	5
Physical Education	4
Options—Any three or four of Mathematics, Science or Agricultural Science, Geography, French, Latin, German, Greek, Spanish, Italian, Commercial Work, Industrial Arts or Home Economics, Art or Music, Agriculture	23

Note 1.—The time allotted to any option which is taken for credit towards the Secondary School Graduation Diploma shall not be less than five periods, except where a pupil has been permitted to take five options.

Note 2.—For the Secondary School Graduation Diploma, *three* options are required as the minimum. It is expected, however, that most pupils will take *four* options in order to obtain a better general education or a broader foundation for further study.

Note 3.—For admission to Schools of Nursing, applicants are required to have Grade XII standing in Science (Physics and Chemistry).

INDUSTRIAL OR AGRICULTURE COURSE

Obligatory Subjects	Number of Periods
English	5
History of Industry and Elements of Economics	4
Physical Education	4
Mathematics	4
Science or Agricultural Science	4
Shop Work or Agriculture and Shop Work	18

Note—Any one of Art or Music, Commercial Work, French may be substituted for four periods of Shop Work.

HOME ECONOMICS COURSE

Obligatory Subjects	Number of Periods
English	6
History and Elements of Economics	4
Physical Education	4
Science or Agricultural Science or Art	4
Home Economics	17
Options—Any one of French, Mathematics, Music, Commercial Work, Science or Art (if not taken as an obligatory subject)	4

Note—For admission to Schools of Nursing, applicants are required to have standing in Science (Physics and Chemistry) in Grades XI and XII.

COMMERCIAL COURSE

Obligatory Subjects	Number of Periods
English, including Correspondence	7
History of Commerce and Elements of Economics	4
Physical Education	4
Commercial Subjects	16-20
Options—Any one or two of Mathematics, French, Art or Music, Science, Home Economics or Shop Work and Drafting, Merchandising	4-8

ART COURSE

Obligatory Subjects	Number of Periods
English	5
History	4
Physical Education	4
Art and Crafts	22
Options—Any one of Science, Mathematics, Shop Work and Drafting or Home Economics, Music, French, Commercial Work	4

Note—For admission to Schools of Nursing applicants are required to have standing in Science (Physics and Chemistry) in Grades XI and XII.

GRADE XIII

Obligatory Subjects

English (Composition and Literature)
Physical Education

Optional Subjects

History
Algebra or Mathematics of Investment
Geometry
Trigonometry and Statics
Botany
Zoology
Physics
Chemistry
Latin
French
French for French-speaking candidates
German
Greek
Spanish
Italian
Music
Accountancy Practice or Secretarial Practice

CERTIFICATES AND DIPLOMAS

Intermediate Certificate

An *Intermediate Certificate* will be granted, on the recommendation of the principal of a Collegiate Institute, a High, Continuation, or Vocational School, or on the recommendation of the principal of a Public or Separate School with the approval of the inspector concerned, to a candidate who has

completed successfully the programme of studies in Grades VII and VIII and one of the courses of study in Grades IX and X.

An Intermediate Certificate may be granted to a candidate who has completed successfully a two-year terminal trade course in Grades IX and X, but only where the Minister's approval of the course has been obtained.

Secondary School Graduation Diploma

A *Secondary School Graduation Diploma* will be granted, on the recommendation of the principal of a Collegiate Institute, a High, Continuation, or Vocational School, to a candidate who has completed successfully one of the courses of study in Grades XI and XII or such modifications of these courses as the Minister may approve at the beginning of the school year.

The various types of Secondary School Graduation Diploma are designated as follows:

General
Agriculture
Art
Commercial—Accountancy
Commercial—Clerical
Commercial—General Business
Commercial—Merchandising
Commercial—Secretarial
Commercial—Special
Commercial—Special—Bilingual
Home Economics—Clothing and Textiles
Home Economics—Food and Nutrition
Home Economics—Hairdressing and Beauty Culture
Home Economics—Homemaking
Home Economics—Salesmanship
Industrial—Aircraft Mechanics
Industrial—Applied Electricity
Industrial—Applied Electronics
Industrial—Auto Mechanics
Industrial—Chemistry
Industrial—Drafting—Architectural and Building Construction
Industrial—Drafting—Mechanical
Industrial—Electrical and Steam Operating
Industrial—Fine Instrument Practice
Industrial—Foundry Practice
Industrial—Machine Shop Practice
Industrial—Mining
Industrial—Plastics

Industrial—Plumbing
Industrial—Printing
Industrial—Sheet Metal Practice
Industrial—Tailoring
Industrial—Watch Making
Industrial—Welding
Industrial—Woodworking—Cabinet Making
Industrial—Woodworking—Carpentry
Industrial—Woodworking—General
Industrial—Woodworking—Pattern Making
Industrial—Special

Note 1.—The Minister may grant a Secondary School Graduation Diploma, with a designation depending upon the circumstances, to a candidate who has successfully completed three years of a course in one department followed by the successful completion of a year's work in another department, but only where the content of the fourth year's work is satisfactory to the Minister.

Note 2.—The Minister may grant a Secondary School Graduation Diploma to a candidate who has completed satisfactorily one of the courses of study prescribed for Grades XI and XII, other than the General Course, under a co-operative plan whereby part of the Grade XII course is taken in industry or business, provided that at the beginning of the school year the principal obtains the Minister's approval of such plan.

PROVISION FOR PRIVATE-SCHOOL CANDIDATES

for the Secondary School Graduation Diploma

of the General Course

Note 1.—Where the principal of a private school applies to the Minister to have Secondary School Inspectors report upon his school with respect to the standard of instruction and the work of the pupils in the subjects of Grades XI and XII of the General Course, the Minister will arrange for the inspection.

Note 2.—Upon the recommendation of the principal of a private school where the Inspectors have reported that the teaching and the work of the pupils are satisfactory, a Secondary School Graduation Diploma will be granted to a candidate who has completed successfully the courses of study in Grades XI and XII of the General Course.

PROVISION FOR DEPARTMENTAL CORRESPONDENCE COURSES CANDIDATES

for the Secondary School Graduation Diploma of the General Course

Candidates who obtain the required Grade XII standing through the Correspondence Courses offered by the Department of Education may be recommended for the Secondary School Graduation Diploma by the Director of Correspondence Courses. See Circular 1953-54: 10, or Circular 1954-55: 10.

PROVISION FOR PRIVATE-STUDY CANDIDATES

for the Secondary School Graduation Diploma of the General Course

Note 1.—Where a candidate

(a) has prepared himself by private study for examination in a subject of Grades XI and XII of the General Course, and

(b) has obtained at least 50 per cent on tests set at the end of the school year by the principal of a secondary school or of a private school where the Inspectors have reported that the teaching and the work of the pupils are satisfactory,

the principal shall give him a statement on the school stationery certifying that he has completed successfully the course of study in Grades XI and XII in the subject concerned.

Note 2.—The candidate shall notify the principal not later than May 1st of his desire to take the tests, and thereupon the principal shall arrange for him to take the tests.

Note 3.—Where a private-study candidate has obtained from one or more principals evidence that he has completed successfully the course of study in Grades XI and XII in all the required subjects of the General Course, he should present this evidence to the principal of the school where he took the last of the tests.

Note 4.—Upon receipt of this evidence, the principal shall recommend him for a Secondary School Graduation Diploma of the General Course.

Secondary School Honour Graduation Diploma

A Secondary School Honour Graduation Diploma will be granted, on the recommendation of the principal of a Collegiate Institute, a High, Continuation, or Vocational School to a candidate who has

(a) attended for at least one year in Grade XIII day classes of a secondary school of the provincial system, and

(b) obtained Grade XIII standing in English Composition and English Literature and in at least six papers chosen from the optional subjects.

Note.—Algebra or Mathematics of Investment, Geometry, Trigonometry and Statics, History, Physics, Chemistry, Botany, Zoology, Accountancy Practice or Secretarial Practice, and Music will each count as one paper; the languages will each count as two papers.

GENERAL INFORMATION

Grades IX and X

Note 1.—**Intermediate Certificates**

A candidate will be recommended by the principal for an Intermediate Certificate when he has completed successfully the programme of studies in Grades VII and VIII and one of the courses of study in Grades IX and X.

No report will be made to the Department on behalf of a pupil at the end of Grade VII, VIII, or IX.

No report will be made to the Department on behalf of a Grade X pupil who is not, in June, 1955, entitled to an Intermediate Certificate.

The provisions with respect to the Intermediate Certificate place upon the principal concerned the responsibility for ascertaining that the candidate has completed successfully the work of Grades VII, VIII, and IX, even if he took all or part of that work in another school.

Therefore, it is imperative that a pupil who is changing schools at the end of Grade VII, VIII, or IX be provided with a definite statement indicating the extent to which he has mastered the course of the grade concerned.

Note 2.—**Guidance**

The Grade IX Course of Study in Occupations is outlined in

Curriculum I.3, printed in 1950 and 1953. In Grade X, where provision has been made for Group Work in Guidance (Occupations), the course is that outlined in Curriculum I.3.

These courses may be modified, depending upon local conditions. This Group Work in Guidance will be in addition to the individual work carried on in all grades.

Note 3.—**Physical Education**

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Of the four periods per week suggested for this subject in each grade, three periods will be assigned to an activity programme either indoors or outdoors, and one period to classroom instruction.

Grades XI and XII

Note 4.—**Secondary School Graduation Diplomas**

A candidate will be recommended by the principal for a Secondary School Graduation Diploma when he has completed successfully one of the courses of study in Grades XI and XII.

No report will be made to the Department on behalf of a pupil at the end of Grade XI.

The discontinuance of Departmental certificates showing Grade XII standing in subjects of Grades XI and XII places upon the principal concerned the responsibility for ascertaining whether the candidate has completed successfully the work of Grade XI, even if he took that work in another school.

Therefore, it is imperative that a pupil who is changing schools at the end of Grade XI be provided with a definite statement from his principal indicating the extent of his mastery of the work of Grade XI. Pupils should be warned to retain these statements for presentation to the principal concerned, particularly if they are planning to do part of the work of Grades XI and XII as private-study candidates.

Note 5.—**No Provision for Supplemental Tests in Grade XII**

Decision regarding a candidate's eligibility for standing in a subject at the end of Grade XII shall be made only at the end of the school year. The decision shall be based upon the candidate's work during the year, or, in the case of a privately-pre-

pared candidate, upon the results of the principal's final tests which the candidate writes at the end of the school year.

That is, a pupil who fails to complete successfully the requirements for the Secondary School Graduation Diploma in June shall not be given an opportunity to complete the requirements before the end of the next school year.

Note 6.—**Guidance**

Where provision has been made in Grade XII for Group Work in Guidance (Occupations) the course will be that outlined in Curriculum S.5, Guidance Services in the Senior Division, printed in 1952.

With the approval of the Minister, this course may be modified, depending upon local conditions. This Group Work in Guidance will be in addition to the individual work carried on in all grades.

Note 7.—**Physical Education**

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Of the four periods per week suggested for this subject in each grade, three periods will be assigned to an activity programme either indoors or outdoors, and one period to classroom instruction.

Note 8.—**Commercial Courses**

In Commercial Departments of Collegiate Institutes and High and Continuation Schools, the prescribed courses for Grades X, XI, and XII are those of the Vocational Commercial Departments. If the number of pupils enrolled in Grades XI and XII of the Commercial Departments is too small to justify separate classes in History and Elements of Economics, such pupils may be grouped with the classes in History of the General Course.

Note 9.—**Music and Art Options for Grades XI and XII, General Course**

For the Secondary School Graduation Diploma only *one* of the following options may be counted: Art,
Music.

It should be noted that for Grades XI and XII the option Art and Music has been discontinued.

Note 10.—**History in Vocational Schools**

In Vocational Schools, classes in Grades XI and XII will take the course in History of Commerce and Industry and Elements of Economics.

Note 11.—**Shop Work of the Industrial Course, Grades XI and XII**

Shop Work in Grades XI and XII should conform to the pattern of major and related shops as outlined in Circular Tech. 40.

GRADE XIII

Note 12.—**History**

The defined course in Grade XIII History will be the revised course as outlined in Curriculum S.10, printed in 1954. The book, *North America and the Modern World*, has been revised to meet the requirements of the new course.

Note 13.—**Physical Education**

Three periods per week are suggested for this subject. These periods are to be assigned to an activity programme.

Note 14.—**Mathematical Tables for Grade XIII**

At the Departmental examinations in Algebra, Geometry, Trigonometry and Statics, if mathematical tables are required, the 5-figure tables published by the Ryerson Press shall be used. At the Departmental examination in Mathematics of Investment, if mathematical tables are required, the 7-figure tables issued by the Department of Education shall be used.

In order that candidates may not be handicapped in writing Departmental examinations, principals might well encourage the use of the proper tables by their classes throughout the year.

Note 15.—**Slide Rules**

A candidate shall not be permitted to use a slide rule on any Departmental examination.